

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-093 **Issue Date:** 05-20-16 **Closing Date:** 06-03-16

Outreach Coordinator
YN Land Buy-Back
Hourly Wage: \$18.58/Regular/Full-Time
Contingent upon Funding

The Coordinator position is responsible for developing an outreach event plan and produce outreach events from conception through completion. The Coordinator will provide outstanding service to landowners and organize memorable events that meet the quality expectations of the outreach task of the Yakama Land Buy-Back Program. The Coordinator needs to be friendly, professional, and efficient in order to best handle the needs of the program. The position requires strong communication, public speaking and presentation skills, and the ability to work closely with other co-workers, vendors and the general public.

Knowledge, Skills and Abilities:

- Proven knowledge of event management experience.
- Excellent time management skills.
- Excellent communication skills, including writing, proof reading and speaking.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to manage multiple projects independently.
- Ability to sufficiently use the Microsoft Office Suite (Outlook, Word, Excel) and other internal software as required by the position.
- Proficient using the internet to conduct research.
- Ability to sufficiently use computers, phones, tablets, printers, and copiers, and other office hardware as required.
- Ability to learn about the LBBP in order to properly educate landowners.

Special Requirements:

- Minimum of a High School Graduate or equivalent.
- Experience planning and conducting events.
- Must have a valid Washington State Driver's License.
- Must have or be able to obtain a Yakama Nation Tribal Driving Permit.
- No felony convictions or disqualifying criminal histories.
- Must be able to pass a pre-employment drug/alcohol test in accordance with Yakama Nation Drug/Alcohol Policy.
- Notary Public or the ability to receive the designation.
- Enrolled Yakama Preference.